

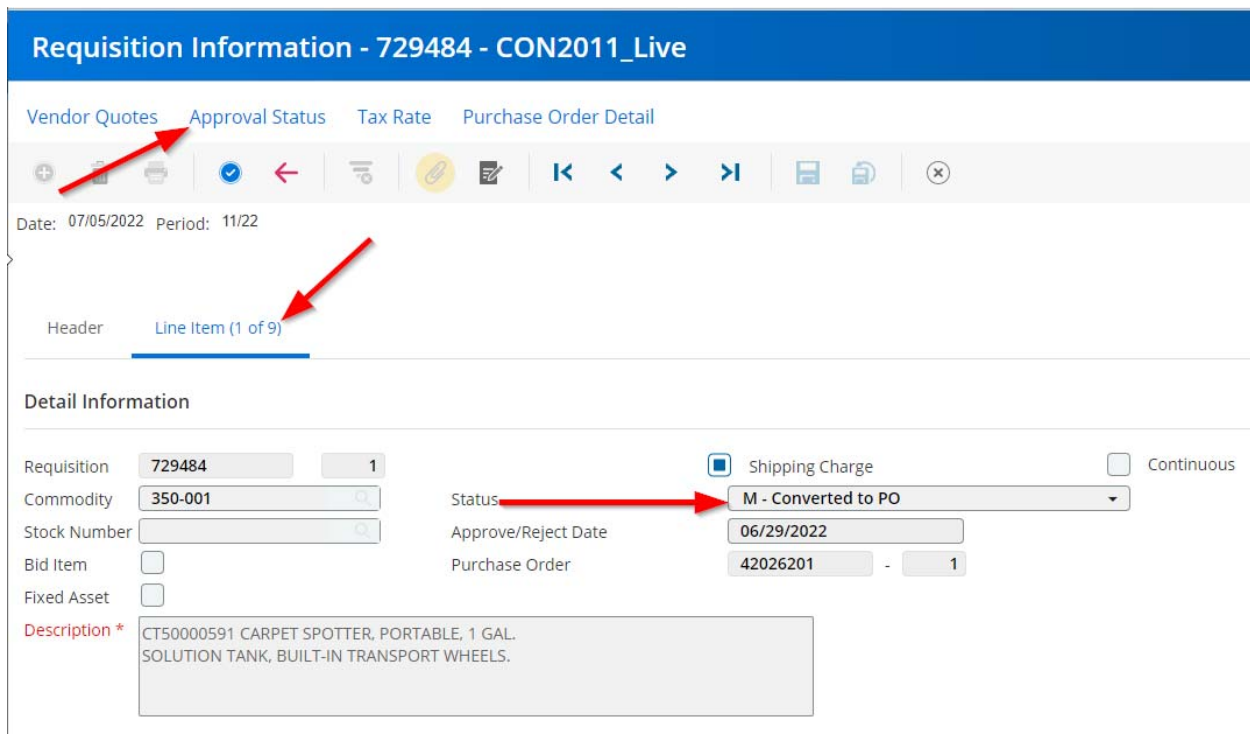


CHECKING ON THE REQUISITION APPROVAL STATUS

Ever wonder what the status of your requisition is?

You can check the status by following these instructions.

Enter your requisition # in the **Requisition Listing** screen and click  or **Search**. The requisition will display in the lower panel, highlighted in yellow. Click  again to go to that requisition or double click on the highlighted line. Click on the **Line Item Tab**. The Detail Information will display as shown below.



Requisition Information - 729484 - CON2011_Live

Vendor Quotes Approval Status Tax Rate Purchase Order Detail

Date: 07/05/2022 Period: 11/22

Header Line Item (1 of 9)

Detail Information

Requisition 729484 1

Commodity 350-001

Stock Number

Bid Item ☐

Fixed Asset ☐

Description * CT50000591 CARPET SPOTTER, PORTABLE, 1 GAL. SOLUTION TANK, BUILT-IN TRANSPORT WHEELS.

Status M - Converted to PO

Approve/Reject Date 06/29/2022

Purchase Order 42026201 - 1

☒ Shipping Charge ☐ Continuous

The status of the requisition will display in the Detail Information. **Approval Status** will also appear in the top menu.

Click on **Approval Status**. A pop-up box will appear as shown below. This screen shows how many approval levels the requisition will be routed through for approval and the Action of each level.

ACTIONS:


O - No Action – has not been approved yet

A - Approved

D - Denied

C - Needs Correction

Req Number Line No



Level/Code	Approver	Action Date	Action	Required	Comments
1	klaborde	06/29/2022	A - Approved	Y - Yes	
2	kgarza	06/29/2022	A - Approved	Y - Yes	

Shows how many approval levels it had to go through

This requisition had 2 approval levels. Level 1 is the top/ final approval and level 2 is the initial approval at the campus/ department level. This requisition had a Dept. code of 727.

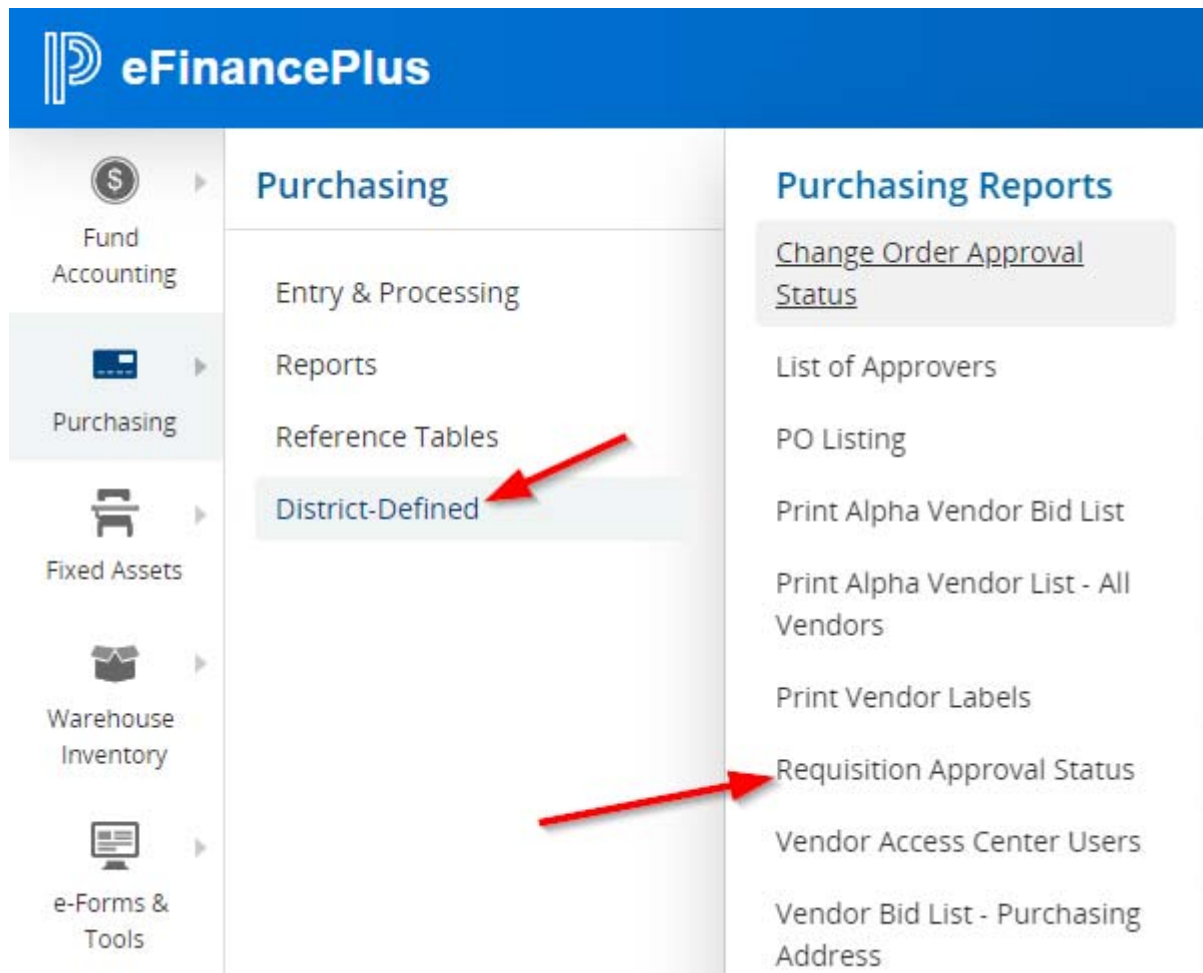
If a requisition is marked as **C – Needs Correction**, the details will be noted in the comments section. Hover over the comments with your cursor to see the entire text field. Make the noted corrections, and hit save. This will clear the status and return it to Open. **The approval process will start over and each level will need to approve again.**

HOW TO CHECK THE REQUISITION APPROVAL STATUS

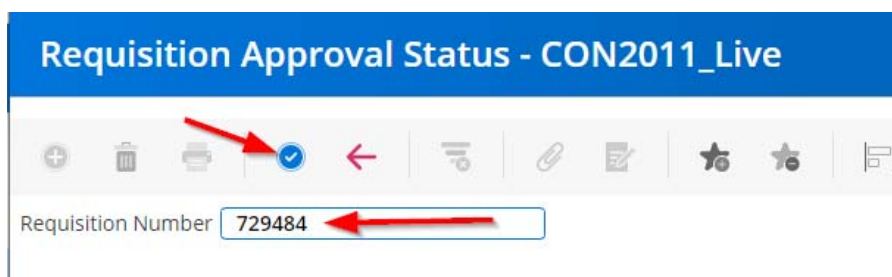
BY GENERATING A REPORT WHERE THE APPROVER NAMES ARE LISTED

Go to Main Menu> Purchasing> District-Defined>

and click on Requisition Approval Status



A new screen will appear. Enter the requisition number in the new screen. Click OK



Print - CON2011_Live

Approval Status by Requisition Report

Destination

☐ File
☒ **Screen**
☐ Excel

File Options

File Name H:/kstaubs/rpt/reqapprlist.rpt

Excel Options

Data Option No Totals ▼

☐ Run in the Background

OK
Back

The Print screen will pop up. Click on OK. This will generate a report that will appear as a pdf at the bottom left of your window that lists the approval levels, the approval status, and the names of the approvers.

```
(reqapprlist.4gl)
Tue Jul 05 2022 09:27:37
```

LOCATION	REQ NO	LINE NO	LEVEL	ACTION	APPROVER	ACTION DATE
727	729484	1	1	APPROVED	LABORDE, KATY	06/29/2022
727	729484	1	2	APPROVED	GARZA, KAREN	06/29/2022
727	729484	2	1	APPROVED	LABORDE, KATY	06/29/2022
727	729484	2	2	APPROVED	GARZA, KAREN	06/29/2022
727	729484	3	1	APPROVED	LABORDE, KATY	06/29/2022
727	729484	3	2	APPROVED	GARZA, KAREN	06/29/2022
727	729484	4	1	APPROVED	LABORDE, KATY	06/29/2022
727	729484	4	2	APPROVED	GARZA, KAREN	06/29/2022
727	729484	5	1	APPROVED	LABORDE, KATY	06/29/2022
727	729484	5	2	APPROVED	GARZA, KAREN	06/29/2022
727	729484	6	1	APPROVED	LABORDE, KATY	06/29/2022
727	729484	6	2	APPROVED	GARZA, KAREN	06/29/2022
727	729484	7	1	APPROVED	LABORDE, KATY	06/29/2022
727	729484	7	2	APPROVED	GARZA, KAREN	06/29/2022
727	729484	8	1	APPROVED	LABORDE, KATY	06/29/2022
727	729484	8	2	APPROVED	GARZA, KAREN	06/29/2022
727	729484	9	1	APPROVED	LABORDE, KATY	06/29/2022
727	729484	9	2	APPROVED	GARZA, KAREN	06/29/2022

---- END OF REPORT ----